

**General Service District 11 Panel 71
November 12, 2022, 1:30PM
Meeting ID: 87300225118
Passcode: D11dbm2022**

Opening of Meeting- Serenity Prayer

Tradition 11 –

Concept 11–

Birthdays:

GSR Take Back:

Visitors:

New GSR's:

Introductions (in attendance):

Approval of Minutes:

Election FAQ's:

- **Voting Eligibility – See attached Job Description for details**
- **The Third Legacy Procedure – The candidate must have a 2/3 majority to win, See attached flow chart from the service manual**
- **Officer Qualifications – 2 years continuous sobriety, previous experience with General Service, and knowledge of Concepts is suggested**

Introduction of facilitator from Area, Chitra S.

Election Order:

DCMC

Alt. DCMC

DCM 01

DCM 02

DCM 03

Recording Secretary

Break/Group Conscious

Treasurer

Registrar

Literature

Archives

Beginners Meeting Chair

Bridging the Gap Chair

Intergroup Liaison

H&I Liaison

NAPYPAA Liaison

Close with the Responsibility Statement

- **Next Business Meeting – December 3 at 10:00, Subdistrict Meeting at 9:00 am**

Job Descriptions District 11 General Service

Revised November 9, 2022

GENERAL GUIDELINES

All General Service commitments are for one panel (two years).

Eligibility: Officers are not eligible for positions that they have held for the entire previous panel, however officers who were elected to their positions during the last year of the previous panel are eligible.

Sobriety: At least two years of continuous sobriety is suggested.

Meetings: The District 11 Business meeting is held from 10 AM – 12 Noon virtually/in person on the first Saturday of each month, except when there is an Area Assembly. The Area Committee Meeting is held from 12:30 PM to 3:30 PM at the Petaluma Community Center (320 N. McDowell Blvd) on the fourth Saturday of each month, except in December when it is held on the 3rd Saturday. See the Area Web Site Home page called “About CNCA” at <http://www.CNCA06.org> for times and locations for Area Committee Meetings including PI/CPC, BTG, Archives, and DCM and DCMC Sharing Sessions.

DCMC

Eligibility: Current and past DCMCs of the District are not eligible for this position unless they have rotated out for two entire panels. Prior General Service (GSR or and/or District Officer) experience is recommended.

Meeting Expectations:

- ◆ Chairs Monthly District Meeting (1st Saturday from 10AM – 12PM)– expected
- ◆ Voting Member of the Monthly Area Committee Meeting in Petaluma (4th Saturday of the Month from 12:30 PM – 3:30 PM) – expected (Alternate may attend in DCMC’s place occasionally)
- ◆ Area DCMC Sharing Session (4th Saturday from 10AM – 11 AM) – expected
- ◆ Voting Member of the Area Assemblies (4 per year in various locations) – expected
- ◆ Officers Meetings (As determined by the Officers) - expected
- ◆ Sub-district meetings (two monthly at times set by sub-districts) – welcome
- ◆ PRAASA (annually in March) – It has been the policy of District 11 to fund the DCMC to PRAASA – strongly recommended
- ◆ Regional Forum (held biannually) – The District has sometimes funded the DCMC – suggested

Duties:

- ◆ The District Committee Member Chair is responsible for chairing the district Committee meetings, articulating the District Committee's group conscience to the Area Committee, and reporting to the District Committee on area service affairs.
- ◆ The DCMC also chairs the monthly DCM/Officers meeting to review district business and prepares the agenda for the monthly District Committee business meeting.
- ◆ Keeps GSRs informed about Conference activities.
- ◆ Assists the DCM’s in acquainting the GSRs with the AA Service Manual and the Twelve Concepts for World Service, Box 459, workbooks and guidelines from GSO and other service material.
- ◆ Receives reports from the groups thorough GSRs.
- ◆ Assists the delegate in obtaining group information in time to meet the deadlines for AA directories.
- ◆ Communicates with the monthly area visitor, shares ideas for visitor sharing sessions.
- ◆ Keeps groups informed about Conference approved books and pamphlets.
- ◆ Encourages and helps facilitate workshops and/or sharing sessions on service activities.
- ◆ Meets as needed with the Treasure regarding the books, disbursements, and matters of financial interest to the district and is a member of the finance committee.
- ◆ Regularly keeps in touch with the Alternate DCMC and the Delegate; sends district minutes to the delegate and the alternate and exchanges them with other districts.
- ◆ Brings Traditions problems to the attention of the alternate delegate, the District, and/or GSO.
- ◆ The DCMC is the liaison between the Area as a whole and the District.

Job Descriptions District 11 General Service

ALTERNATE DCMC

Eligibility: Current and past DCMCs of the District are not eligible for this position unless they have rotated out for an entire Panel. Prior General Service (GSR or and/or District Officer) experience is recommended.

Meetings Expectations:

- ◆ Chairs monthly PI/CPC Committee Meeting (Establishes time and place) - expected
- ◆ Monthly District business meeting – expected
- ◆ Monthly Officer’s meetings - expected
- ◆ Area PI/CPC Committee meetings in Petaluma - expected
- ◆ Area Committee meeting in Petaluma – suggested
- ◆ Sub-district meetings – welcome
- ◆ Assemblies– suggested

Duties:

- ◆ If the DCMC resigns or is unable to serve for any reason, the alternate assumes the position.
- ◆ Voting Member of the Monthly Area Committee Meeting in Petaluma (4th Saturday of the Month from 12:30 PM – 3:30 PM) when DCMC is unavailable.
- ◆ Chairs and organizes the District PI/CPC committee.
- ◆ Coordinates the District PI/CPC functions.
- ◆ Reports on PI/CPC activities at the monthly District Meeting.
- ◆ In the DCMC’s absence the Alternate DCMC is a voting member of the Area Committee Meetings and at Area Business Meetings. (Assemblies)
- ◆ Assists in preparing and conducting District Meetings.

DCM

Eligibility: Served as a GSR or Actively served as Alternate GSR for a panel. Current and past DCM’s of the District are not eligible for this position unless they have rotated out for an entire Panel.

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Chairs their monthly Sub District Meeting - expected
- ◆ Monthly Officer’s meetings - expected
- ◆ Voting member of the monthly Area Committee meeting in Petaluma - expected
- ◆ Voting member at the Area Assemblies (4 per year) – expected
- ◆ DCM sharing session which meets prior to the monthly Area Committee meeting - suggested

Duties:

- ◆ Serve specific sub-district as liaison for groups and GSRs of that sub-district.
- ◆ Holds monthly sub-district meetings; helping GSRs learn and fulfill their roles by discussing the Twelve Concepts and Twelve Traditions, providing information on running business meetings, taking group consciences or inventories, and keeping their groups safe.
- ◆
- ◆ Share information and ideas to support groups and resolve issues of the groups, by assisting the GSR.
- ◆ Disseminate information about current District, Area, Regional and World Conference issues.
- ◆ Facilitate group inventories when requested.
- ◆ Visit “dark meetings” – suggested.

Job Descriptions District 11 General Service

TREASURER

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meetings – expected
- ◆ Monthly Area Committee meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) – suggested

Duties:

- ◆ Twice a month, get mail from the General Service post office box.
- ◆ Give undelivered mail to registrar.
- ◆ Post checks into Receipts Journal.
- ◆ Process and return receipts for contributions to groups.
- ◆ Make bank deposits and maintain check register.
- ◆ Pay various expenses expected by General Service.
- ◆ Reconcile bank statements.
- ◆ Create a monthly treasurer's report of financial activities.

Meets with the DCMC quarterly to prepare disbursements.

SECRETARY

Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meetings – expected
- ◆ Monthly Area Committee meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Records minutes of the monthly District meeting.
- ◆ Type the minutes and distribute them to District Officers and GSRs within 2 weeks of the meeting. (Email will be used for those who have it, otherwise the minutes will be sent by US mail)
- ◆ Records minutes of the monthly District Officers meeting and distributes accordingly. Suggested

LITERATURE/GRAPEVINE CHAIR

Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meetings – suggested
- ◆ Monthly Area Literature/Grapevine-LaVina committee meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Communicate information about AA Conference approved literature. (New and changes)
- ◆ Keep supply of service-related literature for General Service Representatives.
- ◆ Supply new GSR orientation with NEW GSR Orientation binders.
- ◆ Keep adequate supply of Service Manuals for distribution to District Officers and GSR's
- ◆ Maintain literature display at district events.
- ◆ Encourage subscriptions to Grapevine and La Vina.
- ◆ Inform District of Grapevine news.
- ◆ Encourage meetings and groups to have Grapevine Representative. (GVR)
- ◆ Maintain Grapevine display at district meetings and functions.

Job Descriptions District 11 General Service

ARCHIVES CHAIR

Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meetings – expected
- ◆ Monthly Area Archives committee meeting in Petaluma – expected
- ◆ Attend Area Archives workdays in Walnut Creek – expected periodically (quarterly)
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Maintain archives for District 11
 - Work in cooperation with groups to get Group Histories (started Fall 2014)
 - Keep digital/records of District Minutes and Meetings.
 - Take Oral History of our old timers.
- ◆ Accept archival donations.
- ◆ Maintain, store, organize, catalogue and protect District 11 archive items in Walnut Creek.
- ◆ Encourage groups to provide their group histories to the Archivist.

REGISTRAR

Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officers meetings – expected
- ◆ Monthly Area meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Maintain database of GSRs, DCMs, Groups, District and Area Officers.
- ◆ Forward group changes to the Webmaster
- ◆ Send changes to Area Registrar.
- ◆ Coordinate with Area Registrar to complete the annual update.
- ◆ Encourage groups to provide a contact person to the District Registrar.
- ◆ Notifies the Intergroup Webmaster (webmaster@aanapa.org) of any group change information, including any information received in the registrar@aanapa.org mail box and from the Web Link <http://www.aanapa.org>, to "Report Group Changes here".
- ◆ In cooperation with the Secretary, print mailing list and supply mailing labels for the district if requested.

BRIDGING THE GAP (BTG) COMMITTEE CHAIR

Meeting Expectations:

- ◆ Chairs the District 11 Bridging the Gap Committee Meeting- expected
- ◆ Monthly Officer's Meetings - expected
- ◆ Monthly District business meeting - expected
- ◆ Monthly Area Bridging the Gap Committee in Petaluma – expected
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Receive requests for Bridging the Gap Services via Email
- ◆ Assigns committee members or volunteers to take people to their first outside meeting.
- ◆ Makes presentations to Institutions within the District to inform staff/clients about BTG.
- ◆ Keeps the District informed about BTG activities
- ◆ Participates in Public Information and Cooperation with the Professional Community when appropriate

Job Descriptions District 11 General Service

BEGINNER'S MEETING CHAIR

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meeting - expected
- ◆ Attends the weekly Beginners meeting as needed to ensure that it is functioning smoothly - expected
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Finds volunteers to chair the weekly Beginners meeting in accordance with the format established by the District. (2 people for 6 weeks at a time)
- ◆ Ensures that the volunteer chair people understand the format of the meeting and that it is sponsored by the District.
- ◆ Obtains Living Sober and "Big" Books from the Literature/Grapevine Chair for the meetings. (Provided free of charge to newcomers at the meetings)
- ◆ Coordinates collection of any 7th tradition funds and payment of the rent for the meeting with the District Treasurer.
- ◆ With the assistance of the GSRs and District Officers makes certain that other AA groups in the District are aware of the Beginner's Meeting and of its format and purpose.
- ◆ Keeps the District up to date regarding the meeting, including bringing any concerns to the District for discussion/action.

UNITY DAY CHAIR

Meeting Expectations:

- ◆ Monthly District business meetings during the months of March through July - expected
- ◆ Chairs the Unity Day Committee – expected

Duties:

- ◆ Obtains volunteers for the Unity Day Committee and Chairs that Committee.
- ◆ Brings the Unity Day Committee's recommendations regarding date, location, program (in addition to the Delegate's Conference Report), theme, entertainment, etc to the District for approval. (Note the date must be coordinated with the Delegate)
- ◆ With the Unity Day Committee develops flyers and volunteer and potluck sign up sheets. (Flyers are needed at least two months prior to the event so that they can be distributed at the Area Committee meeting)
- ◆ Develops a budget for Unity Day for approval by the District. Any requests for donations must also be approved by the District.
- ◆ Coordinates with the Treasurer to ensure that all expenses are paid in a timely fashion.
- ◆ Presents a final report from the Unity Day Committee, which should include actual expenses, attendance and any recommendations.

Job Descriptions District 11 General Service

H&I LIAISON

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly H&I Committee meetings (first Friday of the Month) - expected
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Keeps the District apprised of the activities of H&I in the District.
- ◆ Communicates any H&I needs to the District so that the GSRs can advise their groups of the needs.
- ◆ Acts as an ambassador for District 11 to the local H&I Committee, keeping that Committee apprised of activities in the District.
- ◆ Participates in Public Information and Cooperation with the Professional Community when appropriate

INTERGROUP LIAISON

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Intergroup meetings (second Saturday of the month) - expected
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Keeps the District apprised of the activities of Intergroup.
- ◆ Communicates any Intergroup needs to the District.
- ◆ Acts as an ambassador for District 11 to Intergroup, keeping them apprised of activities in the District.

NAPYPAA LIAISON

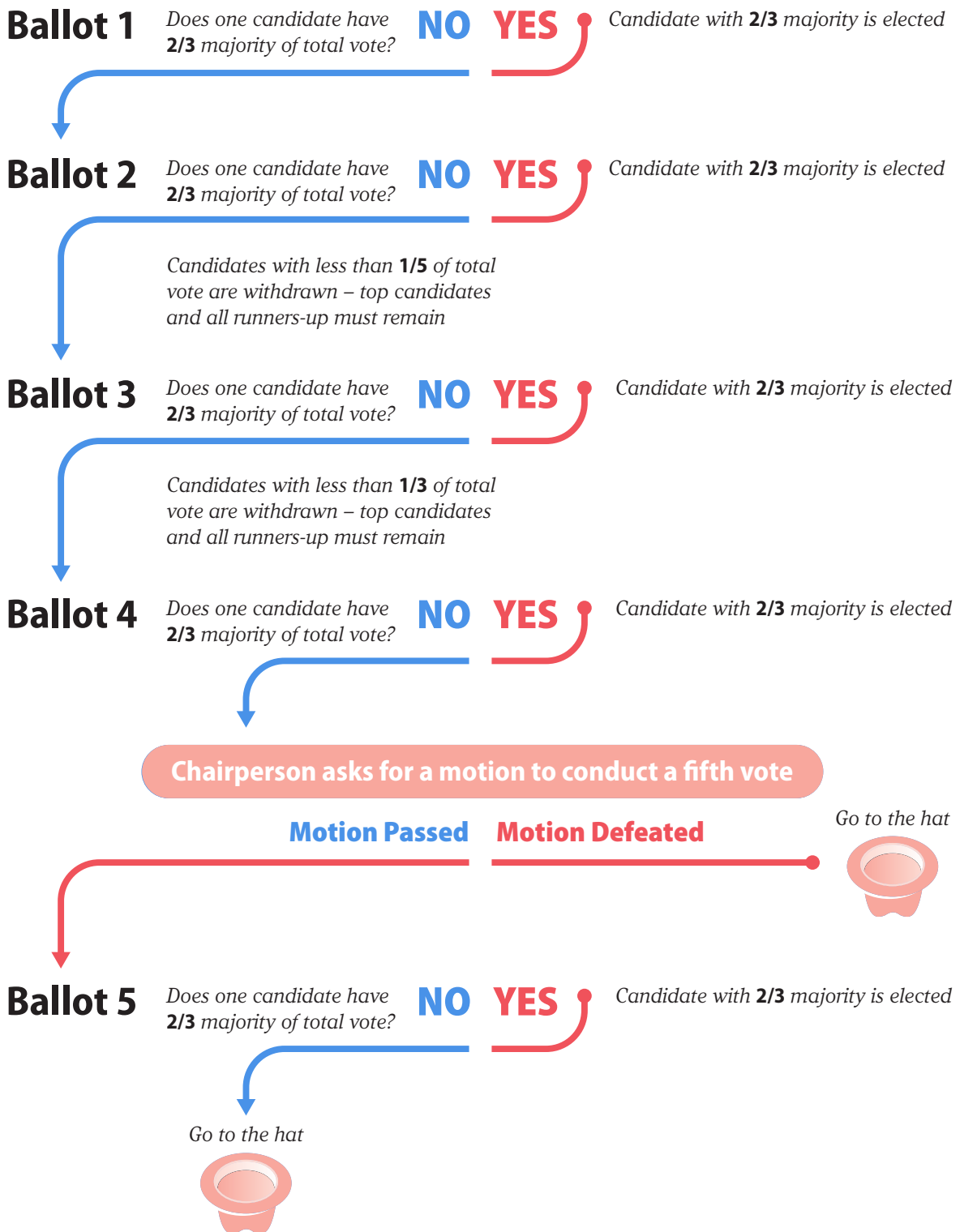
Meeting Expectations:

- Monthly District business meeting - expected
- Monthly NAPYPAA meetings (at least one per month) - expected
- Area Assemblies (4 per year) - suggested

Duties:

- Keeps the District apprised of the activities of NAPYPAA.
- Communicates any NAPYPAA needs to the District.
- Acts as an ambassador for District 11 to NAPYPAA, keeping them apprised of activities in the District

THE THIRD LEGACY PROCEDURE



11/12/2022
District 11 Business Meeting
District Committee Member Chair Report

Hello

Welcome to our district election!

Thank you all for the work that you have done this panel.

The past two years have given me the opportunity to listen and feel a little more comfortable in my own skin. I have learned how to balance and recognize when I must slow down and accept instead of reacting.

I appreciate your dedication in service to our district.

Last weekend, I attended the election assembly. The current area officers, committee members and volunteers from District 90 stepped up to make the first HYBRID Assembly in CNCA06 a great event. The election was a process that inspired patience. During the voting and waiting for results, we had the pleasure to hear Riley our new regional trustee and other past delegates share their experience in service.

The results of the election are as follows:

Delegate- Eric Lee

Alt. Delegate – Miguel Hernandez

Treasurer – Claudia Nola

Chair – Chitra Samantha

Registrar – Drew Baker

Recording Secretary – Sarah Babcock

Literature/Grapevine/LaVina Chair – Will be voted on at the next Area Committee Meeting

Assembly Coordinator – Jackie B

Thank you for allowing me to serve,

Elisabeth

DCM Sharing Session
October 22, 2022

DCM Sharing – Jennifer B, Delegate, shared the job description for Area Delegate.

Sub-Districts – 10 Sub-Districts in San Mateo; Brent started off that there is not a great history of DCMs being filled. When I started as DCM there was not a previous DCM and so there was not a hand off. Our sub-district meetings the GSRs wanted to have meetings quarterly. It was a bit of a struggle for me. I tried to help groups that did not have a GSR get a group conscience. I helped about 12 groups get a group conscience on Agenda topics. For me, it is minor action with the groups and encourage them to be a part of the GS structure. It is important to attend as many meetings as I can to know what the groups want and helping them to be informed – it is a 2 way street. It is important that the GSRs are informed at what happens at Area.

Eileen – DCM, wanted to know that if Bran did a sharing session with groups not represented. Bran made sure to let them know there was an opportunity. It was important to find another person to follow in my footsteps. I tried to work hard to find a replacement for me.

Chris – District 7 – I wanted to warn against when I go to a dark meeting to inform who do not have a GSR, and then the meeting says, yes we do, they run the business meeting but don't want anything to do with GS. I make sure they know how to find me. Sub-districts are autonomous units, and do not have to participate. I encourage people to make themselves available to be a DCM if there is an open position.

Karen C – District 40 – I attended groups in my District and learned how to approach information in an informative way rather than you “must way”. Let them know that each group can be listed with GSO even if they are not registered, and let them know to have a mail contact so they can get information from GSO. Those groups who were interested, got a GSR to participate. As a DCM you get a mail on how to access the data base. ????

Michael M - District 11 – Thanked Brent for his share. Being a DCM has been a great time. Do you get with the sub districts and have subdistrict meetings? No, we do not hold subdistrict meetings. I am going to try to hold them quarterly in future.

Amara - I went to meetings and asked if the group has a GSR and then asked if I could do a presentation on what GS is – 2-3 minute presentation following a business meeting or at at the business meeting. Also if they do not want to have a GSR, then I could be their representative and started an hour zoom meeting to answer questions and be available.

David – District 8 – I had a lot of fun being a DCM and went to all the groups and took new group forms for them to register if they wanted to. I learned a lot and when the GSRs have a suggestion, it is not up to me to make a decision about it and take it to the District.

Teddy – 12 years I was a DCM and most districts struggle with getting DCMs. I sent information to GSRs; I had an alternate so I could delegate and he visited all the groups in the sub-district. The group consciences tend to cluster around groups being interested in the same A. Topics.

As a DCM when I ask what do you think needs to change in the District? What I found out, the GSRs will tell you what they want to know. What is important to them, and let them lead you.

DCM Sharing Session
October 22, 2022

Jackie – SF DCM – I found it very Important that because we a bottom down structure then the DCMs should be the ones who are most important at the Area meetings. I wish we had more participation from the DCMs at the Area level. Keep speaking up!

2 weeks from today is the Election Assembly in Vacaville.

There is only time for one more topic. Defining GS to the wider general participants. The December meeting is the 3rd Saturday of the month.

Closed with Responsibility Statement